



Voluntary Shared Time

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1.0 POLICY

There are occurrences brought about by serious and prolonged medical conditions that cause employees to exhaust all available paid time off, and therefore, be placed on leave without pay. Such employees forced to go on leave without pay could be without income during one of the most critical points in their lives. It is recognized that fellow employees may wish to voluntarily donate some of their accumulated vacation or sick time so as to provide assistance to other Lee County employees. This program intends to provide an opportunity for employees to assist another affected by a medical condition that requires absence from work for a prolonged period of time resulting in possible loss of income due to lack of accumulated time.

2.0 DEFINITIONS

- 2.1 Medical Condition:** Illness or injury of an employee or their spouse, parents, children or other dependents, including step and in-law relationships, that is likely to require an employee's absence from duty for a prolonged period, generally considered to be at least twenty (20) consecutive workdays.

3.0 PROCEDURE / RULE

In cases of prolonged medical condition, an employee may apply or be nominated to become a recipient of paid time transferred from the vacation time accounts of unrelated employees working for Lee County or from the sick or vacation time account of an immediate family member who works for Lee County. If an employee has had previous random absences for the same condition that has caused excessive absences, or if the employee has had a previous, but different, prolonged medical condition within the last twelve months, the County may make an exception to the 20 consecutive workdays guideline.

3.1 General Guidelines:

- A.** Establishment of a "bank" of paid time for use by unnamed employees is expressly prohibited. Paid time must be donated on a one-to-one personal basis.
- B.** This Policy does not apply to employees on worker's compensation.

- C. Individual time records are confidential and only individual employees may reveal their donation or receipt of time. The employee donating paid time must sign a release form and cannot receive remuneration for paid time donated. All donations must be done on a voluntary basis. Solicitation on the part of Department Directors or supervisors is prohibited. No employee shall directly or indirectly intimidate, threaten or coerce any other employee for the purpose of interfering with any right an employee may have in donating, receiving or using vacation time under this program. Such action by any employee will result in disciplinary action up to and including dismissal on the basis of personal conduct.
- D. The Privacy Act makes medical information confidential; therefore, prior to making the employee's status public for the purpose of receiving shared paid time, the employee must sign a release to allow the status to be known.
- E. The Human Resources Director and the Department Director of the recipient employee and the County Manager will make the final decision concerning eligibility to participate in the program. Participation in this program shall be based on the applicant's situation and past compliance with paid time rules.
- F. Employees who are determined to have abused or poorly managed their paid time off in the past will not be approved for participation in this program.

3.2 Eligibility & Application:

- A. Applicant must be a benefited full or part-time employee who has completed his/her applicable probationary period.
- B. At the time of the request, applicant must have exhausted all sick time, vacation time and compensatory time; all paid time balances must be zero.
- C. Only applicants who will be out on sick time for at least twenty (20) consecutive work days can apply for voluntary shared time.
- D. A doctor's statement must be submitted with the shared time application to verify the length of the employee's absence.

3.3 Recipient Guidelines:

- A. Participation in this program is limited to 1,040 hours (prorated if part-time), either continuously or, if for the same condition, on a recurring basis. The County Manager may, however, grant employee continuation in the program, month by month, for a maximum of 2,080 hours, if the employee would otherwise have been granted leave without pay.

- B.** Subject to the maximum of 1,040 hours, the number of hours of paid time an employee can receive is limited to the projected recovery or treatment period. All donated paid time will be credited to the recipient's sick time account.
- C.** At the expiration of the medical condition any unused paid time in the recipient's donated paid time account shall be returned to the donor(s) on a pro rata basis and credited to the paid time account from which it was donated.
- D.** If a recipient separates due to resignation, death or retirement from Lee County, his/her participation in the program will end. Donated paid time shall be returned to the donor(s) on a pro rata basis.

3.4 Donor Guidelines:

- A.** A non-family member donor may contribute only vacation time to another employee.
- B.** A family member who is a County employee may contribute vacation time or sick time to another immediate family member who is a County employee. Immediate family is defined as spouse, parents, children, brother, sister, grandparents and grandchildren, great grandparents and great grandchildren. Also included are the step, half and in-law relationships.
- C.** The minimum amount to be donated is four (4) hours.
- D.** An employee family member donating sick time to a qualified family member under this program may donate up to a maximum of 1,040 hours but may not reduce their own sick time balance below forty (40) hours.
- E.** The maximum amount of vacation time allowed to be donated by one individual can be no more than the amount he/she could earn in one year; however, the amount donated may not reduce the donor's vacation time balance below one-half of the amount he/she could earn in one year.
- F.** All donations must be in writing and must be signed by the donating employee. The employee receiving the paid time must be named and the amount and type of paid time donated must be specified.
- G.** Once a donation is made, it cannot be retracted by the donor.

4.0 APPENDIX / APPENDICES

None.